

~~SECRET~~

25X1A6A

FISCAL ACCOUNTING ASSISTANT

PROPOSED GS - 7

I. DUTIES AND RESPONSIBILITIES

25X1A6A

The incumbent of this position will be under the direct supervision of the Administrative Officer (Authorized Certifying Officer) for the [redacted] Station and two sub-bases. Specifically, the duties and responsibilities for the proposed GS-7 are outlined below:

A. Serves as the Station Disbursing Officer and as such is responsible for the funds made available for this purpose; maintains the appropriate records [redacted] Accounting and Reporting Procedures; i.e., maintenance of Cash on Hand Subsidiaries, preparation and posting of currency conversions, a daily reconciliation of cash and preparation and recording all financial T/A's.

25X1

B. Responsible for the maintenance of the Voucher Register and Control Journal as required by [redacted]

25X1

C. Assists in the preparation of the monthly financial reports as required by [redacted]

25X1

D. Responsible for the maintenance of appropriate records and files for all housing claims under [redacted]

25X1

E. Responsible for the maintenance of appropriate records and files for all QP cars.

F. Responsible for the maintenance of appropriate records and files for each Safehouse.

G. Performs other finance and/or support duties as assigned; such as serving as the Finance Assistant, on TDY, at one of the sub-bases in emergencies should it be necessary.

II. SUPERVISION AND GUIDANCE

Receives general administrative and technical supervision from the Administrative Officer (Authorized Certifying Officer).

III. QUALIFICATIONS

As prescribed by Qualification Standards.

~~SECRET~~

~~SECRET~~

25X1A6A

[REDACTED]  
FISCAL ACCOUNTING ASSISTANT  
PROPOSED GS - 7  
Page 2

IV. DISTINGUISHING FEATURES

Subject position is expected to consist primarily of basic accounting functions with completed work subject to review and analysis by incumbents of the two higher grades. Decisions rendered at this level are restricted generally to those involving the accuracy of routine everyday transactions.

Incumbent of this position will be required to have a working knowledge [REDACTED] Class B Station Accounting and Reporting Procedures, which is used by the two sub-bases.

25X1

~~SECRET~~